



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**March 6, 2015**

**GOM 2015-10**

TO: Financial Aid Administrators

FROM: Catalina G. Mistler   
Chief, Program Administration & Services Division

**SUBJECT: WebGrants Community College Enrollment File Upload**

This Operations Memo from the California Student Aid Commission (Commission) announces that the community college enrollment file upload functionality for the Winter and Spring terms is now available in WebGrants. Enrollment files for the 2014-15 academic year is only required from participating Cal Grant community college campuses and will be used for:

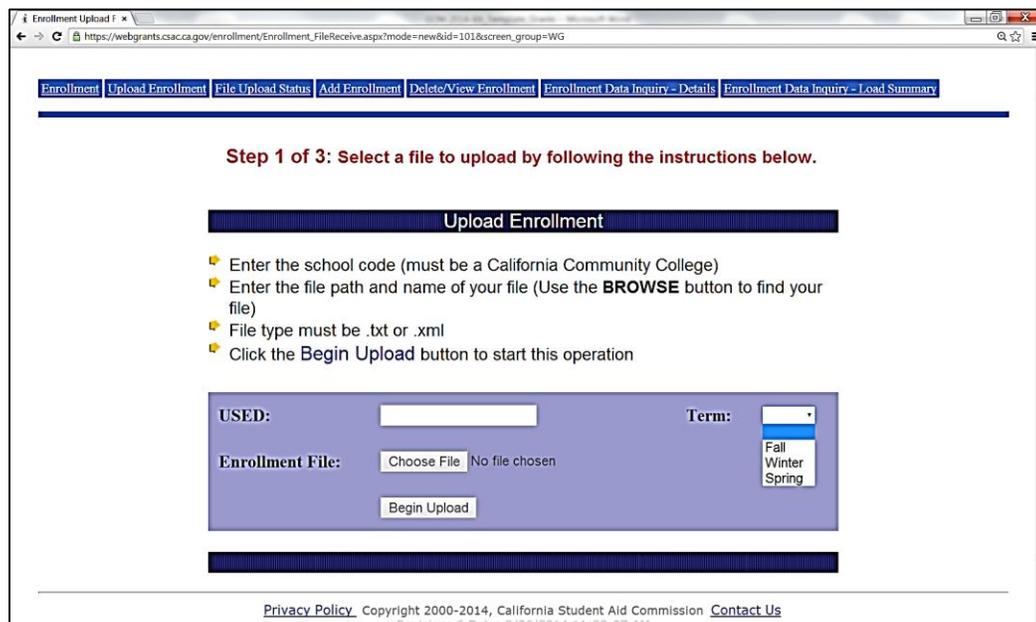
- Processing the 2015-16 Transfer Entitlement Cal Grant preliminary award offers.
- Identifying unpaid Competitive Cal Grant community college offered awardees who may be enrolled and attending a different campus.
- Making the appropriate school change for students not enrolled at the campus where they are currently reported on the Cal Grant roster.

Uploading Winter and Spring enrollment files is the same as the Fall term process; however, it is important that users select the correct term (Fall, Winter or Spring). Users can access the Enrollment screen in WebGrants by selecting the Enrollment link from the home portal.

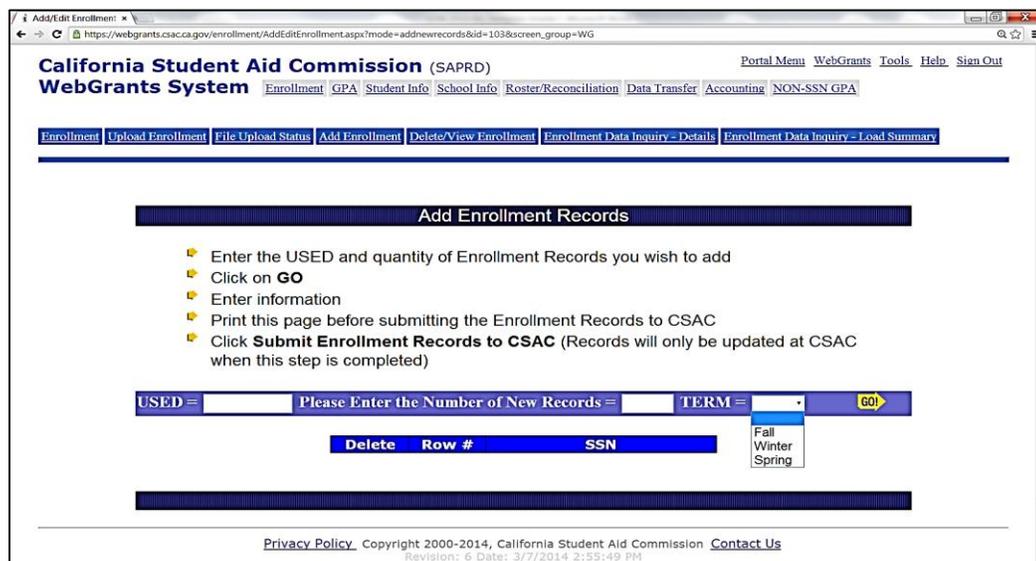
The following screen shot displays the various options available to the user. You can delete any erroneous enrollment information for a particular student, but not an entire file, by selecting the Delete/View Enrollment link.



The following screen shots show the upload features. Be sure to select the correct term for the corresponding enrollment file from the drop down menu as pictured below.



Individual student records can also be added using the “Add Enrollment” option. Be sure to include the correct term from the drop down menu.



**Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

***Working together to effectively promote education beyond high school!***